

FORM RD-206

(12/14)

City of Kansas City, Missouri - Revenue Division

BUSINESS LICENSE - DOWNTOWN ARENA FEE

Quarterly Return - Hotel / Motel / Tourist Court

Phone: (816) 513-1120

E-file: kcmo.gov/quicktax



KANSAS CITY
MISSOURI

Legal Name: _____ Mailing Address: _____
DBA Name: _____
FEIN / SSN: _____ Business Address: _____
Account ID: _____

Period From: _____ Period To: _____

1. Total number of occupied sleeping rooms in this period	1
2. Fee due (Line 1 times \$1.50)	2
3a. Penalty: "Failure to file return timely" (5% per month of the outstanding license fee due) (Maximum penalty 25%)	3a
3b. Penalty: "Failure to pay amount due" (5% of fee due)	3b
4. Interest (3% per annum, until fee is paid)	4
5. Previous credits or prior payments	5
6. Total Amount Due (Sum of Lines 2, 3a, 3b and 4 minus Line 5)	6
7. Amount Paid	7
8. "X" if amended return	8
9. Date closed or no longer conducting business inside Kansas City, Missouri	9

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DO NOT SEND CASH. Make check payable to: KCMO City Treasurer

Mail to: City of Kansas City, Missouri, Revenue Division, PO Box 804206 Kansas City, MO 64180-4206

For changes to name, address or FEIN/SSN, please contact us at revenue@kcmo.org or (816) 513-1120.

I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer.

Under penalties of perjury, I declare this return to be true, correct, and complete accounting for the taxable year stated.

Yes ☐ No ☐

Print Name of Taxpayer _____ Signature _____ Title _____ Date _____ Phone _____

Preparer Name (if other than taxpayer) _____ Signature _____ Title _____ Date _____ Phone _____

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INSTRUCTIONS FOR COMPLETING QUARTERLY BUSINESS LICENSE RETURN HOTEL/MOTEL/TOURIST COURT FORM RD-206

- For changes to name, address or FEIN/SSN complete Form RD-100. For questions contact the Revenue Division at revenue@kcmo.org or (816) 513-1120.
- **Taxable Definition.**
Every person engaged in the business of renting, leasing, or letting living quarters, sleeping accommodations, rooms, or a part thereof, in connection with any hotel, motel or tourist court shall pay to the City a license fee of \$1.50 per occupied room by transient guest per day on all hotels, motels and tourist courts.
- **Penalty.** There are two penalties:
 1. Penalty of 5% per month for failure to file a return timely (maximum penalty 25%)
 2. Penalty of 5% for failure to pay the amount due
- **Interest:** Any remaining unpaid tax after the due date is delinquent and shall be assessed interest at the rate of 3% annually. Statutory interest rate based on RSMo Section 32.065.
- **Quarterly Filing Schedule**

January through March.....	Due April 30th
April through June.....	Due July 31st
July through September.....	Due October 31st
October through December.....	Due January 31st
- Place "X" on Line 8 of RD-206 if submitting an **amended return**.
- **Where to file:** Mail completed return and payment to: City of Kansas City, Missouri, Revenue Division, PO Box 804206 Kansas City, MO 64180-4206

Instructions for completing RD-206

- Line 1.** Enter number of occupied sleeping rooms per day in the period.
- Line 2.** Enter amount due (Line 1 times \$1.50).
- Line 3a.** For failure to file return timely enter penalty of 5% of Line 2 per month (maximum penalty 25%).
- Line 3b.** For failure to pay amount due enter amount of penalty due (Line 2 times 5%).
- Line 4.** Enter interest due (0.25% of Line 2 per month). Statutory interest rate based on RSMo Section 32.065.
- Line 5.** Enter amount of previous credit or prior payments.
- Line 6.** Enter total amount due (Sum of Lines 2, 3a, 3b, 4 minus Line 5).
- Line 7.** Enter amount paid.
- Line 8.** Enter "X" if this amends a previously submitted return for the same period.
- Line 9.** Enter date business closed or no longer conducting business in Kansas City, Missouri, if applicable.